

Policy & Procedure (P&P)

Policy Title :

Centrifuge Machine & Operation Speed Calibrated

Department	Index No.	Scope
Laboratory & Blood Bank	LAB-105	Blood Bank Staff
Issue Date	Revision NO	Effective Date
05/06/1432	2	23/07/1440
Review Due Date	Related Standard NO.	Page Number#
23/07/1442	CBAHI (LB .42)	3

01. Policy:

- 01.1. To provide save operating of the equipment, and proper function to maintain long shelf life, it is required to maintain, clean and properly handle the centrifuge with checking and calibrating its speed

02. Definition:

- 02.1. N/A

03. Purpose :

- 03.1. Accurate calibration of centrifuge gives accurate results.

04. Procedure :

- 04.1. Daily keep the centrifuge clean.
- 04.2. Wipe with disinfectant from any spillage.
- 04.3. Clean weekly the inner bucket and cups and outer.
- 04.4. Record all maintenance in work sheet.
- 04.5. Technician's initial.
- 04.6. Testing for proper function of centrifuge.
- 04.6.1. **Testing**
- 04.6.1.1. Interior and exterior of centrifuges are kept clean and dust free.
- 04.6.1.2. Centrifuges are run with a full complement of holders and balanced on a rough balance.

- 04.6.1.3. Centrifuge brushes are checked every six months and changed as needed.
- 04.6.1.4. Centrifuge speed is checked yearly against tachometer reading using a strobe-type device or tested by maintenance personnel.

04.6.2. **Thermometer Check**

04.6.2.1. Material

- 04.6.2.1.1. Tachometer
- 04.6.2.1.2. Silver/Black strobe dots
- 04.6.2.1.3. Labels to record tachometer reading, date and initials.

04.6.2.2. Method

- 04.6.2.2.1. Remove all carriers from centrifuge.
- 04.6.2.2.2. Place a silver/black strobe dot directly on the center screw of the rotor assembly.
- 04.6.2.2.3. Close lid and turn on full speed. Allow time for to reach maximum speed.
- 04.6.2.2.4. Set tachometer to the 10,000 rpm setting.
- 04.6.2.2.5. Unhook the test light from the tachometer and place over the hole on the top of the centrifuge lid. (If there is no hole, test with lid open. Some centrifuges have a tachometer assemble on top of lid remove this to expose the hole).
- 04.6.2.2.6. Press the read button and the speed in rpms will be recorded
- 04.6.2.2.7. Record the speed, date and your initials on the label and affix to centrifuge.
- 04.6.2.2.8. Record the date of the tachometer check in the Maintenance QC Log.

06. **RESPONSIBILITY**

- 06.1. All Blood Bank Staff of Al-Qunfudah General Hospital.

07. **EQUIPMENT AND FORMS::**

- 07.1. Maintenance of Refrigerator Centrifuge Form.

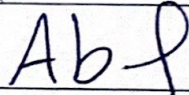
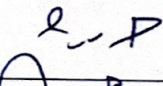
08. **Attachment :**

N/A

09. Reference

- 09.1. Clinical Lab Management for Clinical Lab Scientist
09.2. Technical Manual of the American Association of Blood Banks.

Preparation , Reviewing & Approval Box

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